

**CITY OF ADA
JOB DESCRIPTION**

JOB TITLE: City Administrator/Clerk-Treasurer
DEPARTMENT: City Administration
SALARY GRADE: 27
DATE APPROVED: January 23, 2013

GENERAL STATEMENT OF DUTIES

Exercises general and administrative supervision over all city departments and staff either directly or through subordinate supervisors/Department Heads. Is responsible for implementing the directives of the City Council and overseeing the day-to-day operations of city business.

Performs highly responsible administrative and financial work in the management of city governmental activities. Work involves planning, organizing, directing, and coordinating a variety of municipal activities as provided for and authorized by the City Council. Work includes responsibility for explaining and executing ordinances and other directives of the City Council. Work also involves serving as Zoning Administrator. Work is performed with considerable latitude for independent action and decision making under the broad policy guidance of the City Council and is received through meetings, reports, and observation of results obtained.

ACCOUNTABILITY

Reports to: Mayor and City Council

Supervises: Directly supervises all subordinate supervisors/Department Heads;
indirectly supervises all city employees

Advises: Mayor and City Council
All Committees and Commissions
Supervisors/Department Heads

RESPONSIBILITIES AND DUTIES

The City Administrator/Clerk-Treasurer shall be responsible for coordinating and administering the functions of the City of Ada. The Administrator shall advise the City Council and exercise supervision and administration over all city departments and staff. Specifically:

- Plans, organizes, and administers the City's functions to ensure a coordinated and efficient effort to meet the goals and objectives of the City. Implements directives of the City Council.
- Oversees and coordinates the administration of all departments in city government, including personnel, equipment, and facilities to ensure adequate service is provided to the citizens.
- Supervises all city staff directly or indirectly through subordinate supervisors, including personnel actions such as interviewing and recommending hiring; training; scheduling, assigning, and reviewing work; recommending awards / acknowledgements and discipline; approving time cards. Directly supervises city hall employees.
- Conducts personnel director functions such as payroll processing, benefit administration, submission of quarterly and annual reports; personnel policy implementation.
- Conducts quarterly mini-evaluations and annual performance evaluations of subordinate supervisors/Department Heads and suggests revisions to job descriptions to the City Council as necessary.
- Develops procedures necessary to ensure proper functions of all departments.
- Prepares recommendations for City Council approval on a variety of city issues to improve the health, safety, financial status, or welfare of the City.
- Prepares, administers, and supervises the annual budgets and capital improvement plans for the City; makes recommendations for expenditures of funds, oversees financial and accounting matters, including investment of funds.
- Coordinates and oversees or delegates as appropriate the work of consultants hired by the City.
- Assists with negotiating labor contracts; administers and interprets labor contracts and personnel policies; works with union personnel to resolve grievances, process grievances and workplace matters. Remains in a confidential role with the City Council, providing input and guidance as to contract negotiations and strategy.
- Plans, budgets, organizes, and directs the activities of the City Clerk's Office.
- Performs the duties of City Clerk and City Treasurer as delineated in the City Charter and Minnesota Statutes §412.141 and §412.151.
- Within broad policy guidelines, coordinates, administers, and follows through in regard to a wide variety of requests and problems of municipal concern; researches and assists in developing and recommending solutions; explains ordinances and directives for other departments, other agencies, and the general public.

- Develops and implements administrative policies and guidelines in cooperation with the City Council; advises Department Heads and other employees as to administrative and governmental procedures and policies; evaluates results in accordance with overall city objectives and makes appropriate recommendations.
- Prepares agenda for city council meetings; supervises and participates in the development of supporting information; attends city council and other meetings as required.
- Directs, under the supervision of the City Council, the financial and accounting function of the City, which includes budget preparation, receipts and disbursements, billings, payroll, planning, financial review and analysis, investments, and report preparation.
- Advises the City Council as to the financial status and needs of city government; coordinates public improvement and bond issue activities.
- Administers appropriations, purchases, and contracts as provided for and authorized by the City Council.
- Serves as the City Zoning Administrator in the administration of the city planning and zoning regulations and the responsibilities assigned under adopted policies.
- Serves as a direct advisor to the Planning and Zoning Commission; provides information and such assistance to other committees and commissions as may be requested.
- Coordinates and supervises the activities and maintenance of City Hall.
- Provide effective upward and downward communication. Insures that the City Council is kept currently aware of the problems and progress of the City, as well as the economic and legislative climate which affects the City.
- Insures compliance with all State and Federal laws and regulations.
- Represents the City at local, regional, and state conferences, conventions, workshops, seminars, and meetings which are necessary to perform the duties of this position.
- Represents the City in its relationships with other governmental agencies, subdivisions, and the general public while maintaining a professional decorum.
- Performs other duties and assumes other responsibilities as apparent or delegated.
- Submits monthly reports to the City Council of the financial condition of the municipal accounts.
- Oversees the preparation of information for bond ratings, bond issues, bond offering statements, and continuing disclosure statements.
- Prepares for and oversees preparation of grant and/or loan applications; administers grant and/or loan money received and prepares related reports.
- Supervises the conduct of local elections in accordance with law and regulation.
- Prepares news releases; develops and discusses public relations materials with all

concerned; and maintains good public relationships with customers and citizens of the City.

- Provides public records and information to citizens, civic groups, and other agencies as requested.
- Responds to questions and complaints from customers and citizens of the City.
- Takes accurate minutes and keeps a minute book of the proceedings of the City Council.
- Contact for the Economic Development Authority and attend Economic Development Authority meetings.
- Promotes the City of Ada and all of its entities in a positive manner and promotes a culture of customer service between city employees and the citizens of the City.

QUALIFICATIONS

Education and Experience:

Minimum Education: B.A. in public administration, business administration, finance, accounting, or related field; three to five years related experience; or equivalent combination of education and experience.

Preferred Experience and Education: Master's Degree, Minnesota Certified Municipal Clerk (MCMC), Certified Municipal Clerk (CMC), Master Municipal Clerk (MMC), International Certified Municipal Clerk, International Master Municipal Clerk.

Experience in financial planning and budgeting for budgets of one to five million dollars.

Demonstrates proficient understanding and use of Microsoft Word, Excel, and PowerPoint, e-mail, copy and fax machines. Has exceptional oral and written communication skills, public speaking experience.

Experience in a municipal management position and economic and community development, finance, and budgeting.

Two years experience (minimum) working as a city administrator in a small city or as an assistant administrator in a large city.

Considerable knowledge of municipal governmental operations, proper procedures, public relations, finances, purchasing, and all administrative requirements for proper municipal operation.

Knowledge, Skills, and Abilities:

- Excellent project management skills.
- Is oriented towards customer service.
- Excellent communication skills with all levels of the City.
- Excellent diplomatic and problem solving skills.
- Ability to problem solve both strategically and functionally.
- Ability to adapt quickly to changing environment and conditions.
- Knowledge of general to advance mathematical concepts and formulas.
- Knowledge of applicable computer software programs.
- Ability to recognize minor details and tie said details to overall direction of the City.
- Exercise effective judgment within established guidelines.
- Analyze and interpret complex documents, administrative procedures and regulations, and legal requirements; evaluate alternatives and adopt effective solutions.
- Considerable knowledge of the principles, practices, and techniques of public administration.
- Considerable knowledge of standard principles and practices in the field of personnel administration, budgeting, finance, purchasing, planning and zoning, and public relations.
- Considerable knowledge of governmental accounting principles, practices, and procedures, as well as the organization and function of city government and ordinances, regulations, and policies controlling its operation.
- Considerable ability to assemble, organize, and present in oral or written form statistical, financial, and factual information derived from a variety of original and secondary sources.
- Considerable ability to review, implement, and coordinate different and varied programs.
- Considerable ability to follow the instructions of the City Council in a professional manner.
- Ability to exercise resourcefulness in solving new problems in accordance with established ordinances, regulations, and policies.
- Ability to establish and maintain effective working relations with others.
- Ability to maintain confidential information as such to be discreet and maintain the legalities of closed meetings.

Working Conditions:

- Working conditions vary greatly between office, manual, and seasonal activities.
- Sitting for extended periods of time.

- Standing, crouching, and kneeling frequently.
- Lift and/or carry minimum of 25 pounds frequently.
- Extensive phone usage.
- Extensive computer usage.